



**STILLWATER TOWNSHIP  
TOWNSHIP COMMITTEE MEETING  
AGENDA  
TUESDAY, January 6, 2026**

**Reorganization Meeting: 7:00 P.M.**

**OPENING STATEMENT:** Adequate notice of this meeting has been provided according to the Open Public Meetings Act, Assembly Bill 1030. Notice of this meeting was included in the Annual Meeting Notice to the public and sent to the press on January 2, 2025, and was placed on the Official Bulletin Board at the Municipal Building and posted on the official website and Facebook page.

**FLAG SALUTE**

**STATEMENT OF DETERMINATION/OATH OF OFFICE – Jeff Parrott, SC Clerk**

Dawn Delaney, Committeewoman – 3-year term

Vera Rumsey, Committeeman – 3-year term

**INVOCATION – Robert Scrudato, Chaplain, Stillwater Area Volunteer Company**

**ROLL CALL:** Manser  Delaney  Chammings  Scott  Rumsey

**NOMINATION OF MAYOR FOR THE YEAR 2026** Nomination/2<sup>nd</sup> \_\_\_\_\_ / \_\_\_\_\_

**ROLL CALL:** Manser  Delaney  Chammings  Scott  Rumsey

**NOMINATION OF DEPUTY MAYOR FOR THE YEAR 2026** Nomination/2<sup>nd</sup> \_\_\_\_\_ / \_\_\_\_\_

**ROLL CALL:** Manser  Delaney  Chammings  Scott  Rumsey

**NEW BUSINESS:**

**ORDINANCE INTRODUCTION & FIRST READING**

**ORDINANCE 2026-01**

CALENDAR YEAR 2026 ORDINANCE OF THE TOWNSHIP OF STILLWATER, COUNTY OF SUSSEX, NJ TO EXCEED THE MUNICIPAL BUDGET APPROPRIATION LIMITS AND TO ESTABLISH A CAP BANK (N.J.S.A. 4:45.14) [Public Hearing & Final Adoption January 20, 2026]

Motion/2nd \_\_\_\_\_ / \_\_\_\_\_

**ROLL CALL:** Manser  Delaney  Chammings  Scott  Rumsey

**CONSENT AGENDA:** All matters listed below are considered routine in nature and will be enacted by one motion. There will be no separate discussion of the items. If any discussion is desired, that particular item will be removed from the consent agenda and will be considered separately on the regular agenda.

## **RESOLUTIONS:**

- 2026-001 Designating the Official Newspapers
- 2026-002 Authorizing Awards of Non-Fair and Open Contracts for Professional Services
- 2026-003 Authorizing the Cancellation of Tax Overpayment or Delinquent Amounts
- 2026-004 Authorizing the Cancellation of Delinquent Amounts for any Charges/Fees
- 2026-005 Setting Property Tax Due Dates, Delinquency Charges and Year-End Penalty
- 2026-006 Temporary Budget
- 2026-007 Establishing Mileage Reimbursement
- 2026-008 Adopting Cash Management Plan for 2026
- 2026-009 Authorizing the CFO to Invest Idle Funds
- 2026-010 Authorizing the CFO to sell Bond Anticipation Notes and Bonds
- 2026-011 Approving Mayor's Appointments of Township Officers with Committee Concurrence
- 2026-012 Approving Appointments of Boards and Commissions with Committee Concurrence
- 2026-013 Appointing Tax Assessor and Attorney to Represent Township before County Tax Board
- 2026-014 Authorizing the CFO or Tax Collector to Impose a Service Charge For Returned Checks
- 2026-015 Authorizing Signatures on Checks
- 2026-016 Striking the 2026 Tax Rate for Funding the Stillwater Open Space Trust Fund
- 2026-017 Authorizing Purchases under New Jersey State Contract
- 2026-018 Authorizing Compliance with the US EEOC
- 2026-019 Authorizing The Waiver Of The Signature Requirement On Purchase Orders For Certain Vendors
- 2026-020 Resolution Designating Official Depositories
- 2026-021 Mayor's Appointment Of Lisa Chammings As OEM Coordinator With Committee Concurrence
- 2026-022 A Resolution Of The Township Committee Of The Township Of Stillwater Naming William Andrew Martin 'Andy' As The Official Local Historian
- 2026-023 Resolution Of The Township Committee Of The Township Of Stillwater Authorizing The Appointment Of Doug Vaughan As Recycling Coordinator

Motion/2<sup>nd</sup> \_\_\_\_\_ / \_\_\_\_\_

**ROLL CALL:** Manser  Delaney  Chammings  Scott  Rumsey

## **AMENDMENTS TO AGENDA**

## **OPEN PUBLIC SESSION**

## **ADJOURNMENT**

Time \_\_\_\_\_

Move \_\_\_\_\_ /Second \_\_\_\_\_

**TOWNSHIP OF STILLWATER  
SUSSEX COUNTY, NEW JERSEY**

**ORDINANCE 2026-01**

**CALENDAR YEAR 2026 ORDINANCE OF THE TOWNSHIP OF STILLWATER,  
COUNTY OF SUSSEX, NJ TO EXCEED THE MUNICIPAL BUDGET  
APPROPRIATION LIMITS AND TO ESTABLISH A CAP BANK  
(N.J.S.A. 40A: 4-45.14)**

**WHEREAS**, the Local Government Cap Law, N.J.S. 40A: 4-45.1 et seq., provides that in the preparation of its annual budget, a municipality shall limit any increase in said budget up to 2.5% unless authorized by ordinance to increase it to 3.5% over the previous year's final appropriations, subject to certain exceptions; and,

**WHEREAS**, N.J.S.A. 40A: 4-45.15a provides that a municipality may, when authorized by ordinance, appropriate the difference between the amount of its actual final appropriation and the 3.5% percentage rate as an exception to its final appropriations in either of the next two succeeding years; and,

**WHEREAS**, the Township Committee of the Township of Stillwater in the County of Sussex finds it advisable and necessary to increase its CY 2026 budget by up to 3.5% over the previous year's final appropriations, in the interest of promoting the health, safety, and welfare of the citizens; and,

**WHEREAS**, the Township Committee hereby determines that a 1.0% increase in the budget for said year, amounting to \$29,252.36 in excess of the increase in final appropriations otherwise permitted by the Local Government Cap Law, is advisable and necessary; and,

**WHEREAS** the Township Committee hereby determines that any amount authorized hereinabove that is not appropriated as part of the final budget shall be retained as an exception to final appropriation in either of the next two succeeding years.

**NOW THEREFORE BE IT ORDAINED**, by the Township Committee of the Township of Stillwater, in the County of Sussex, a majority of the full authorized membership of this governing body affirmatively concurring, that, in the CY 2026 budget year, the final appropriations of the Township of Stillwater shall, in accordance with this ordinance and N.J.S.A. 40A: 4-45.14, be increased by 3.5%, amounting to \$102,383.00, and that the CY 2026 municipal budget for the Township of Stillwater be approved and adopted in accordance with this ordinance; and,

**BE IT FURTHER ORDAINED**, that any amount authorized hereinabove that is not appropriated as part of the final budget shall be retained as an exception to final appropriation in either of the next two succeeding years; and,

**BE IT FURTHER ORDAINED**, that a certified copy of this Ordinance as introduced, be filed with the Director of the Division of Local Government Services within 5 days of introduction; and,

**BE IT FURTHER ORDAINED**, that a certified copy of this Ordinance, upon adoption, with the recorded vote included thereon, be filed with said Director within 5 days after such adoption.

**TOWNSHIP COMMITTEE OF STILLWATER TOWNSHIP**

**TOWNSHIP COMMITTEE  
OF STILLWATER TOWNSHIP**

**ATTEST:**

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Valerie Ingles, RMC/CMR  
Township Clerk

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Vera Rumsey, Mayor

DATED: Introduced: January 6, 2026  
Adopted:

**STILLWATER TOWNSHIP  
SUSSEX COUNTY, NEW JERSEY**

**RESOLUTION 2026-001**

**A RESOLUTION DESIGNATING OFFICIAL NEWSPAPERS AND AUTHORIZING  
ELECTRONIC PUBLICATION OF LEGAL NOTICES**

**WHEREAS**, pursuant to N.J.S.A. 40A:9-139.17, municipalities are required to designate one or more official newspapers for the publication of legal notices; and

**WHEREAS**, recent amendments to New Jersey State law permit municipalities to satisfy public notice requirements through electronic publication, including posting on the municipality's official website, either in addition to or in lieu of print publication, where authorized; and

**WHEREAS**, the Township Committee of the Township of Stillwater desires to designate official newspapers for calendar year 2026 and to formally authorize electronic posting of notices in accordance with State law; and

**WHEREAS**, electronic publication enhances transparency, accessibility, and cost efficiency while continuing to ensure public awareness of municipal actions;

**NOW, THEREFORE, BE IT RESOLVED** by the Township Committee of the Township of Stillwater, County of Sussex, State of New Jersey, that the New Jersey Herald and the New Jersey Sunday Herald are hereby designated as the Official Newspapers of the Township for the purpose of publishing all notices required by law;

**BE IT FURTHER RESOLVED** that, in accordance with N.J.S.A. 40A:9-139.17, as amended, the Township of Stillwater hereby authorizes the publication of legal notices, public notices, meeting notices, and other notices required by law to be posted electronically on the Township's official website, located at: [www.stillwatertownshipnj.com](http://www.stillwatertownshipnj.com).

**BE IT FURTHER RESOLVED** that electronic posting on the Township's official website shall be deemed an authorized method of publication where permitted by law and may be used either independently or in conjunction with newspaper publication, as determined appropriate by the Municipal Clerk; and

**BE IT FURTHER RESOLVED** that the Municipal Clerk is hereby authorized and directed to take all actions necessary to implement this Resolution and ensure compliance with applicable statutory requirements.

**CERTIFICATION**

I hereby certify that the above Resolution was adopted by the Township Committee at their regular meeting held January 7, 2025 at the Stillwater Township Municipal Building, Stillwater, Sussex County, New Jersey.

Valerie Ingles, RMC, CMR, Township Clerk

**STILLWATER TOWNSHIP  
RESOLUTION 2026-002**

**RESOLUTION AUTHORIZING THE AWARDS OF  
NON-FAIR AND OPEN CONTRACT FOR PROFESSIONAL  
SERVICES FOR THE TOWNSHIP OF STILLWATER**

**WHEREAS**, there exists a need for the services of certain professionals to wit: Auditor, Township Engineer, Insurance Agent, Municipal & Labor Attorney, Bond Attorney, Conflict Counsel, Conflict Tax Assessor, Tax Appraiser, and Tax Appeals & In Rem Counsel, as non-fair and open contracts pursuant to the provisions of N.J.S.A. 19:44A-20.5; and

**WHEREAS**, the Chief Financial Officer has determined and certified in writing that the value of the acquisitions may exceed \$17,500; and

**WHEREAS**, the anticipated term of these contracts is one year; and

**NOW, THEREFORE, BE IT RESOLVED** by the Governing Body of the Township of Stillwater that:

1. The Mayor and Committee are hereby authorized to engage the following professional persons:

Auditor:	Valerie Dolan, CPA/Nisivoccia
Township Engineer:	Michael Vreeland/ Van Cleef Engineering Associates
Risk Manager:	Michael Chymiy/Arthur J. Gallagher Risk Management Services, LLC.
Labor Attorney:	Eric M. Bernstein/Eric M. Bernstein & Associates, LLC
Municipal Attorney:	Eric M. Bernstein/Eric M. Bernstein & Associates, LLC
Bond Attorney:	Robert Beinfield, Esq./ Hawkins, Delafield & Wood, LLP
Special Counsel & Conflict Attorney:	Thomas F. Collins, Jr., Esq./Vogel, Chait, Collins And Schneider
Appraiser and Conflict Tax Assessor:	Scott Holzhauer, CTA, SCGRE
Tax Appeal Attorney:	Robert McBriar, Esq./Schenck, Price, Smith & King
Special Counsel-Tax Appeals & In Rem:	Eric M. Bernstein/Eric M. Bernstein & Associates, LLC

2. The above are engaged without competitive bidding as a professional service under the provisions of the Local Public Contract Law because said services are performed by a person authorized by law to practice a recognized profession.

3. A copy of this resolution shall be published in the New Jersey Herald within ten days of its passage.

**CERTIFICATION**

I hereby certify that the above Resolution was adopted by the Township Committee at their regular meeting held January 6, 2026 at the Stillwater Township Municipal Building, Stillwater, Sussex County, New Jersey.

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Valerie Ingles, RMC, CMR  
Township Clerk

**STILLWATER TOWNSHIP,  
COUNTY OF SUSSEX, NJ**

**RESOLUTION 2026-003**

**RESOLUTION AUTHORIZING THE CANCELLATION  
OF TAX OVERPAYMENT OR DELINQUENT AMOUNTS  
TOWNSHIP OF STILLWATER**

**WHEREAS**, N.J.S.A. 40A:50-17.1 allows for the cancellation of property tax overpayments or delinquent amounts, in amounts less than \$10.00; and

**WHEREAS**, the governing body may authorize a municipal employee chosen by said body to process, without further action on their part, any cancellation of property tax overpayments or delinquencies (except those representing a full quarter or more of taxes) of less than \$10.00.

**NOW, THEREFORE, BE IT RESOVED** by the Mayor and Committee of the Township of Stillwater, County of Sussex, State of New Jersey that we hereby authorize the Tax Collector to cancel said tax amounts as deemed necessary.

**BE IT FURTHER RESOLVED** that a certified copy of this Resolution is forwarded to the Tax Collector and the Township Auditor.

**CERTIFICATION**

I hereby certify that the above Resolution was adopted by the Township Committee at their regular meeting held January 6, 2026 at the Stillwater Township Municipal Building, Stillwater, Sussex County, New Jersey.

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Valerie Ingles, RMC, CMR  
Township Clerk

**STILLWATER TOWNSHIP,  
COUNTY OF SUSSEX, NJ**

**RESOLUTION 2026-004**

**RESOLUTION AUTHORIZING THE CANCELLATION  
OF DELINQUENT AMOUNTS FOR ANY CHARGES/FEES  
IMPOSED BY THE TOWNSHIP OF STILLWATER**

**WHEREAS**, N.J.S.A. 40A:50-17.1 allows for the cancellation of delinquent amounts, in amounts less than \$10.00; and

**WHEREAS**, the governing body may authorize a municipal employee chosen by said body to process, without further action on their part, any cancellation of delinquencies of less than \$10.00.

**NOW, THEREFORE, BE IT RESOLVED** by the Mayor and Committee of the Township of Stillwater, County of Sussex, State of New Jersey that we hereby authorize the CFO to cancel said amounts as deemed necessary.

**BE IT FURTHER RESOLVED** that a certified copy of this Resolution is forwarded to the CFO and the Township Auditor.

**CERTIFICATION**

I hereby certify that the above Resolution was adopted by the Township Committee at their regular meeting held January 6, 2026 at the Stillwater Township Municipal Building, Stillwater, Sussex County, New Jersey.

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Valerie Ingles, RMC, CMR  
Township Clerk

**TOWNSHIP OF STILLWATER  
COUNTY OF SUSSEX, NJ**

**RESOLUTION 2026-005**

**RESOLUTION SETTING PROPERTY TAX DUE DATES,  
DELINQUENCY CHARGES & YEAR-END PENALTY**

**WHEREAS**, R.S. 54:4-67 permits the governing body of each municipality to fix the rate of interest to be charged for nonpayment of taxes or assessments, subject to any abatement or discount for the late payment of taxes as provided by law; and

**NOW, THEREFORE, BE IT RESOLVED** by the Township Committee of the Township of Stillwater as follows:

1. Property taxes shall be due and payable quarterly on February 1<sup>st</sup>, May 1<sup>st</sup>, August 1<sup>st</sup>, and November 1<sup>st</sup> of each year, with a ten-day grace period. If the last day of the ten-day grace period falls on a Saturday, Sunday, or holiday, the following business day will be the final date to pay property tax without interest charges. After such dates, if property taxes become delinquent, interest will be charged as set forth below and will revert back to the due date on any quarterly installment of taxes.
2. The rate of interest for delinquent property taxes is fixed at 8% per annum on the first \$1,500.00 of delinquency and 18% per annum on any amount of taxes in excess of \$1,500.00.

**BE IT FURTHER RESOLVED** that a six (6) percent year-end penalty be assessed on the last day of the fiscal year on delinquent accounts when in excess of \$10,000.00.

**BE IT FINALLY RESOLVED** that a certified copy of this resolution shall be provided by the Township Clerk to the Tax Collector and the Township Auditor for the Township of Stillwater.

**CERTIFICATION**

I hereby certify that the above Resolution was adopted by the Township Committee at their regular meeting held January 6, 2026 at the Stillwater Township Municipal Building, 964 Stillwater Road, Stillwater, Sussex County, New Jersey.

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Valerie Ingles, RMC, CMR  
Township Clerk

**TOWNSHIP OF STILLWATER  
COUNTY OF SUSSEX, NJ**

**RESOLUTION 2026-006**

**WHEREAS**, NJSA 40A:4-19, the Local Budget Act, provides that where any contracts, commitments or payments are to be made prior to the final adoption of the 2026 budget, temporary appropriations be made for the purposes and amounts required in the manner and time therein provided; and

**WHEREAS**, the date of this resolution is within the first thirty days of 2026; and

**WHEREAS**, the total appropriations in the 2025 Budget, less appropriations for capital improvement fund, debt service and relief of the poor (public assistance) are as follows:

Current Fund	\$	3,536,028.00
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**WHEREAS**, 35.00 percent (per P.L.2025,c.185) of the total appropriations in the 2025 Budget, less appropriations for capital improvement fund, debt service and relief of the poor (public assistance) in the said 2025 Budget is as follows:

Current Fund	\$	1,237,609.80
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**NOW, THEREFORE, BE IT RESOLVED** by the Township Committee of the Township of Stillwater, County of Sussex, that the above temporary appropriations be made.

**AND BE IT FURTHER RESOLVED** that a certified copy of this resolution be placed on file with the records of the Township's Chief Financial Officer.

**CERTIFICATION**

I hereby certify that the above Resolution was adopted by the Township Committee at their regular meeting held January 6, 2026 at the Stillwater Township Municipal Building, Stillwater, Sussex County, New Jersey.

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Valerie Ingles, RMC  
Township Clerk

**TOWNSHIP OF STILLWATER  
COUNTY OF SUSSEX, NJ**

**RESOLUTION 2026-007**

**RESOLUTION ESTABLISHING MILEAGE REIMBURSEMENT  
FOR 2026 FOR TOWNSHIP OF STILLWATER**

**BE IT RESOLVED** that it is hereby established that the mileage reimbursement rate for the commencement of calendar year 2026 shall be 72.5 cents per mile.

**CERTIFICATION**

I hereby certify that the above Resolution was adopted by the Township Committee at their regular meeting held January 6, 2026 at the Stillwater Township Municipal Building, Stillwater, Sussex County, New Jersey.

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Valerie Ingles, RMC  
Township Clerk

**STILLWATER TOWNSHIP,  
SUSSEX COUNTY, NJ**

**RESOLUTION 2026-008**

**RESOLUTION ADOPTING CASH MANAGEMENT PLAN FOR 2026  
TOWNSHIP OF STILLWATER**

**BE IT RESOLVED** by the Governing Body of the Township of Stillwater that they hereby adopt the Cash Management Plan for the year 2026, which is attached and made a part of this Resolution.

**CASH MANAGEMENT PLAN FOR THE TOWNSHIP OF STILLWATER,  
IN THE COUNTY OF SUSSEX, NEW JERSEY**

**I. STATEMENT OF PURPOSE.**

This Cash Management Plan (the “Plan”) is prepared pursuant to the provisions of N.J.S.A. 40A:5-14 in order to set forth the basis for the deposits (“Deposits”) and investment (“Permitted Investments”) of certain public funds of the Township of Stillwater, pending the use of such funds for the intended purposes. The Plan is intended to assure that all public funds identified herein are deposited in interest-bearing Deposits or otherwise invested in Permitted Investments hereinafter referred to. The intent of the Plan is to provide that the decisions made with regard to the Deposits and the Permitted Investments will be made to ensure the safety, the liquidity (regarding its availability for the intended purposes), and the maximum investment return within such limits. The Plan is intended to ensure that any Deposit or Permitted Investment matures within the time period that approximates the prospective need for the funds deposited or invested so that there is not a risk to the market value of such Deposits or Permitted Investments.

**II. IDENTIFICATION OF FUNDS AND ACCOUNTS TO BE COVERED BY  
THE PLAN.**

A. The Plan is intended to cover the deposit and/or investment of the following funds of the Township of Stillwater:

Current Fund

General Capital Fund

B. It is understood that, for investment purposes, this Plan is not intended to cover certain funds of the Township of Stillwater, specifically Payroll Trust Funds, General Trust Funds and the Grant Accounting Fund.

**III. DESIGNATION OF OFFICIALS OF THE TOWNSHIP OF STILLWATER  
AUTHORIZED TO MAKE DEPOSITS AND INVESTMENTS UNDER THE  
PLAN.**

The Chief Financial Officer (the Designated Official) and the Clerk of the Township of Stillwater are hereby authorized and directed to deposit and/or invest the funds referred to in the Plan.

**IV. DISBURSEMENT OF FUNDS BETWEEN MEETINGS.**

The following items may be permitted for payment between Township Committee meetings:

1. Utilities (electric, gas, water and telephone)
2. Payroll
3. Debt service as evidenced by pre-existing bonds and notes.

- 4. Health, dental and other insurance premiums.
- 5. Federal, State and County fees.
- 6. Postage for tax bills, newsletters, bill payments, and other Township mailings.
- 7. School taxes.
- 8. Contractual obligations for Shared Services.
- 9. Contractual obligations for awarded contracts.
- 10. Any payments following the guidelines of LFN 2019-02.

## **V. DESIGNATION OF DEPOSITORYIES.**

The following banks and financial institutions are hereby designated as official depositories for the Deposit of all public funds referred to in the Plan, including any certificates of deposit which are not otherwise invested in Permitted Investments as provided for in this Plan:

Provident Bank  
Valley National Bank  
First Hope Bank  
Kearny Bank  
Four Leaf Credit Union  
First Bank  
Peapack-Gladstone Bank  
State of N.J. Cash Management Fund

## **VI. DEPOSIT OF FUNDS**

All funds shall be deposited within 48 hours of receipt in accordance with State Statute.

- (1) Operating funds must be deposited into interest bearing accounts to maximize interest earnings.
- (2) Capital funds other than operating funds may be deposited into interest bearing accounts. Non-interest-bearing accounts shall be regularly monitored for availability of funds for investment.
- (3) Trust funds may be deposited into interest bearing accounts. Non-interest-bearing accounts shall be regularly monitored for availability of funds for investment except where either state or federal laws prohibit the earnings of interest on such funds.

## **VII. DESIGNATION OF ALLOWABLE INVESTMENT INSTRUMENTS**

The Township may permit deposits and investments in depositories as permitted in P.L. 1997, Chapter 148.

## **VIII. DEFINITION OF ACCEPTABLE COLLATERAL AND PROTECTION OF TOWNSHIP ASSETS**

- (1) All designated depositories must conform to all applicable state statutes concerning depositories of public funds.
- (2) All depositories shall obtain the highest amount possible FDIC and /or FSLIC coverage of all Township assets (Demand and Certificate of Deposit), and shall be a member of GUDPA.
- (3) Collateral will be required for all deposits and investments of the Township, except for those in the State of New Jersey Cash Management Fund. Collateral must have a market value of not less than 100 percent of all deposits and investments.

## **IX. MAXIMUM MATURITY POLICY**

Investments shall be limited to a maturity not to exceed 397 days on all operating funds unless a longer maturity is permitted within the provisions of regulations promulgated by either the federal or state governments.

## **X. INVESTMENT PROCEDURES**

- (1) Bids for Certificates of Deposit and Repurchase Agreements will be solicited from at least three designated depositories only if the amount is \$50,000 or greater.
- (2) Telephone bids will be solicited from designated depositories by the Chief Financial Officer or by his/her designated staff member.
- (3) The depository shall specify the principal amount of the investment bid on, interest rate, and number of days used to calculate the interest to be paid upon maturity.
- (4) Interest paid shall be from the date the bid was awarded to the day of maturity.
- (5) All bidders may request the results of the bid after the bid is formally awarded.
- (6) A check or wire transfer of funds will be made available to the winning bidder the same business day the bid is awarded.
- (7) Each quotation shall be documented to record the date and time of quote, the parties in the discussion, the instrument(s), maturities and rates. A bid form of the Township may be used.

## **XI. CONTROLS**

When possible, the internal controls should provide for a segregation of the investment placement functions and the accounting activity. Controls must be designed for telephone orders, wire transfers and securities safekeeping. Only designated personnel of the Finance Office shall be allowed to conduct these transactions, and all activity should be subject to immediate written confirmation by the designated depository. The Chief Financial Officer shall review each day's activity.

## **XII. BONDING**

Surety bonds will be maintained for all personnel who have required coverage in accordance with the Township's auditors and Division of Local Government Service guidelines.

### **XIII. SAFEKEEPING CUSTODY PAYMENT AND ACKNOWLEDGMENT OF RECEIPT OF PLAN.**

To the extent that any Deposit or Permitted Investment involves a document or security which is not physically held by the Township of Stillwater, then such instrument or security shall be covered by a custodial agreement with an independent third party, which shall be a bank or financial institution in the State of New Jersey. Such institution shall provide for the designation of such investments in the name of the Township of Stillwater to assure that there is no unauthorized use of the funds or the Permitted Investments or Deposits. Purchase of any Permitted Investments that involve securities shall be executed by a “delivery versus payment” method to ensure that such Permitted Investments are either received by the Township of Stillwater or by a third party custodian prior to or upon the release of the Township’s funds.

### **XIV. REPORTING REQUIREMENTS.**

The Designated Official referred to in Section III hereof shall supply to the governing body of the Township of Stillwater, on a quarterly basis, a written report of any Deposits or Permitted Investments made pursuant to this Plan, which shall include, at a minimum, the following information:

- A. The name of any institution holding funds of the Township of Stillwater as a Deposit or a Permitted Investment.
- B. The amount of securities or Deposits purchased or sold during the immediately preceding month.
- C. The class or type of securities purchased or Deposits made.
- D. The book value of such Deposits or Permitted Investments.

### **XV. TERM OF PLAN.**

This plan shall be in effect from January 1, 2026 to December 31, 2026. Attached to this Plan is a resolution of the Township of Stillwater approving this Plan for such period of time. The Plan may be amended from time to time. To the extent that any amendment is adopted by the governing body, the Designated Official is directed to supply copies of the amendments to all of the parties who otherwise have received the copy of the originally approved Plan, which amendment shall be acknowledged in writing in the same manner as the original Plan was so acknowledged.

### **CERTIFICATION**

I hereby certify that the above Resolution was adopted by the Township Committee at their regular meeting held January 6, 2026 at the Stillwater Township Municipal Building, Stillwater, Sussex County, New Jersey.

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Valerie Ingles, RMC  
Township Clerk

**STILLWATER TOWNSHIP  
SUSSEX COUNTY**

**RESOLUTION 2026-009**

**RESOLUTION AUTHORIZING THE CHIEF FINANCIAL  
OFFICER TO INVEST IDLE FUNDS**

**BE IT RESOLVED** by the Governing Body of the Township of Stillwater that the Chief Financial Officer and/or Treasurer be authorized to invest idle funds of the Township of Stillwater in investment instruments so specified in New Jersey State Law of any bank or trust company having its place of business in the State of New Jersey and organized under the laws of any State in the United States, or the State of New Jersey Cash Management Fund in 2026.

**CERTIFICATION**

I hereby certify that the above Resolution was adopted by the Township Committee at their regular meeting held January 6, 2026 at the Stillwater Township Municipal Building, Stillwater, Sussex County, New Jersey.

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Valerie Ingles, RMC, CMR  
Township Clerk

**TOWNSHIP OF STILLWATER,  
SUSSEX COUNTY, NEW JERSEY**

**RESOLUTION 2026-010**

**RESOLUTION AUTHORIZING THE CHIEF FINANCIAL  
OFFICER TO SELL BOND ANTICIPATION NOTES AND BONDS**

**WHEREAS**, N.J.S.A. 40A:2-28 requires that a Resolution be adopted authorizing a Financial Officer of the Township to sell Bond Anticipation Notes and Bonds;

**NOT THEREFORE BE IT RESOLVED** by the Township Committee of the Township of Stillwater that the Chief Financial Officer is hereby authorized to sell Bond Anticipation Notes and Bonds; and

**BE IT FURTHER RESOLVED** that following each sale, the Chief Financial Officer shall report to the Township Committee the principal amount of the sale, interest rate, date of maturity, and name of the purchaser.

**CERTIFICATION**

I hereby certify that the above Resolution was adopted by the Township Committee at their regular meeting held January 6, 2026 at the Stillwater Township Municipal Building, Stillwater, Sussex County, New Jersey.

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Valerie Ingles, RMC  
Township Clerk

**STILLWATER TOWNSHIP  
RESOLUTION 2026-011**

**RESOLUTION APPROVING THE MAYOR'S APPOINTMENTS  
OF TOWNSHIP OFFICERS WITH COMMITTEE CONCURRENCE**

**BE IT RESOLVED** by the Township Committee that they do hereby concur with the Mayor's appointments to Municipal Officers from 1/1/2026 to 12/31/2026 as follows.

Title	Name	Term	Term Expires
Municipal Clerk	Valerie Ingles	3-year	12-31-26
Local Registrar	Valerie Ingles	3-year	12-31-26
Deputy Clerk	Julie Ann Leatham	1-year	12-31-26
Clerk I	Dawn Tighe	1-year	12-31-26
Deputy Registrar	Dawn Tighe	1-year	12-31-26
Alt Deputy Registrar	Julie Ann Leatham	1-year	12-31-26
Tax Collector	Terry Beshada		tenured
Deputy Tax Collector	Dawn Tighe	1-year	12-31-26
Chief Finance Officer	Tammy Leonard		tenured
Compliance Officer (PACO)	Valerie Ingles	1-year	12-31-26
Tax Assessor	Penny Holenstein		tenured
Assessment Searcher	Valerie Ingles	1 year	12-31-26
Zoning & Code Enforcement Officer	Tom Dixon	1 year	12-31-26
Tax Search Officer	Terry Beshada	1 year	12-31-26
Building Inspector	– Richard Bizik Jr.	1 year	12-31-26
Electrical Inspector	Andy Simonis	1 year	12-31-26
Plumbing Inspector	Jack Bell	1 year	12-31-26
Fire Inspector	Richard Bizik Jr.	1 year	12-31-26
Statewide Insurance Fund Commissioner	Valerie Ingles	1-year	12-31-26
Stillwater Municipal Alliance Coordinator	Dawn Tighe	1-year	12-31-26
Recycling Coordinator	Doug Vaughan	1-year	12-31-26
Clean Communities Coordinator	Tammy Leonard	1-year	12-31-26

**NOW, THEREFORE, BE IT RESOLVED** by the Township Committee of the Township of Stillwater, County of Sussex, State of New Jersey that they do hereby concur with the Mayor's appointments herein from 1/1/2026 to 12/31/2026.

Adopted: January 6, 2026

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Valerie Ingles, RMC, CMR  
Township Clerk

**STILLWATER TOWNSHIP,  
SUSSEX COUNTY, NJ**

**RESOLUTION 2026-012**

**RESOLUTION OF THE TOWNSHIP OF STILLWATER APPROVING  
APPOINTMENTS OF TOWNSHIP BOARD AND COMMISSIONS**

**BE IT RESOLVED** by the Township Committee that they do hereby concur with the Mayor's Appointments and Committee appointments to Board and Commission Members for the year 2026 as follows:

**ENVIRONMENTAL COMMISSION**

Name	Term	Term Expires
David Mattes	3 years	12/31/2028
Cindy Tracey	3 years	12/31/2028

**PLANNING BOARD**

Name	Term	Term Expires
Vera Rumsey	Class I Member	1 year
Dawn Delaney	Class III Member	1 year

**ZONING BOARD OF ADJUSTMENT**

Name	Term	Term Expires
Heidi Mountford	4 years	12/31/2029

**RECREATION COMMISSION**

Name	Term	Term Expires
Kerilyn Klamerus	5 years	12/31/2030
Joanne Staudt- Alt #1	5 years	12/31/2030

**NOW, THEREFORE, BE IT RESOLVED** by the Township Committee of the Township of Stillwater, County of Sussex, State of New Jersey that they do hereby concur with the appointments herein for the year 2026.

**CERTIFICATION**

I hereby certify that the above Resolution was adopted by the Township Committee at their regular meeting held January 6, 2026 at the Stillwater Township Municipal Building, Stillwater, Sussex County, New Jersey.

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Valerie Ingles, RMC, CMR  
Township Clerk

**STILLWATER TOWNSHIP,  
SUSSEX COUNTY, NJ**

**RESOLUTION 2026-013**

**RESOLUTION APPOINTING TAX ASSESSOR AND SPECIAL COUNCIL-TAX  
APPEALS & IN-REM ATTORNEY TO REPRESENT THE TOWNSHIP OF  
STILLWATER BEFORE THE COUNTY BOARD OF TAXATION FOR CALENDAR  
YEAR 2026**

**BE IT RESOLVED** by the Governing Body of the Township of Stillwater that the Municipal Assessor Penny Holenstein and the Tax Appeals & In-Rem Attorney Robert McBriar are hereby authorized to defend before the Sussex County Board of Taxation and the Tax Court of the State of New Jersey all contested appeals and to initiate municipal appeals to correct the Township of Stillwater tax list including but not limited to rollback complaints, added and omitted assessment complaints, and such other appeals as are necessary to correct the assessments for the Township of Stillwater; and

**BE IT FURTHER RESOLVED** that for calendar year 2026, the Municipal Assessor and Tax Appeals & In-Rem Attorney are hereby designated as the agents of the Township of Stillwater for the purpose of signing settlements of the foregoing matters by stipulation.

**CERTIFICATION**

I hereby certify that the above Resolution was adopted by the Township Committee at their regular meeting held January 6, 2026, at the Stillwater Township Municipal Building, Stillwater, Sussex County, New Jersey.

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Valerie Ingles, RMC, CMR  
Township Clerk

**STILLWATER TOWNSHIP,  
SUSSEX COUNTY, NJ**

**RESOLUTION 2026-014**

**RESOLUTION OF THE TOWNSHIP OF STILLWATER AUTHORIZING THE TAX  
COLLECTOR OR CHIEF FINANCIAL OFFICER TO IMPOSE A SERVICE CHARGE  
TO AN ACCOUNT FOR WHICH A CHECK OR OTHER WRITTEN INSTRUMENT  
WAS RETURNED FOR INSUFFICIENT FUNDS**

**WHEREAS**, P.L. 2090, Chapter 105, supplementing Title 40 of the New Jersey State Revised Statutes has been enacted to allow a municipality the authority to impose a service charge to be added on an account which was by check or other written instrument returned for insufficient funds; and,

**WHEREAS**, whenever an account is owing a municipality for property tax, municipal utility charges or special assessment, the service charge authorized by this section shall be included on whatever list of delinquent accounts is prepared for the enforcement of the lien.

**NOW, THEREFORE, BE IT RESOLVED** by the Township Committee of the Township of Stillwater that the Tax Collector or Chief Financial Officer be authorized to charge the aforementioned fee at a rate of \$25.00 per check or other written instrument for all checks returned for insufficient funds during the year; and,

**BE IT FURTHER RESOLVED**, that the Tax Collector or Chief Financial Officer may require future payments to be tendered in cash or by certified or cashier's check; and,

**BE IT FINALLY RESOLVED**, that a certified copy of this Resolution be forwarded to the Chief Financial Officer, Tax Collector, and the Township Auditor.

**CERTIFICATION**

I hereby certify that the above Resolution was adopted by the Township Committee at their regular meeting held January 6, 2026 at the Stillwater Township Municipal Building, Stillwater, Sussex County, New Jersey.

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Valerie Ingles, RMC, CMR  
Township Clerk

**STILLWATER TOWNSHIP,  
SUSSEX COUNTY, NJ**

**RESOLUTION 2026-015**

**RESOLUTION AUTHORIZING SIGNATURES ON CHECK  
TOWNSHIP OF STILLWATER**

**BE IT RESOLVED** by the Township Committee of the Township of Stillwater, County of Sussex, State of New Jersey, that the following Township Officials are hereby authorized to sign checks or withdrawal slips for the Stillwater Township General Account where a combination of three principal signatures are required:

Mayor and  
Chief Financial Officer and  
Municipal Clerk

**BE IT FURTHER RESOLVED** that the following Township Officials are hereby authorized to sign checks or withdrawal slips for the Stillwater Township Payroll Account where a combination of two principal signatures is required:

Mayor and  
Chief Financial Officer and  
Municipal Clerk

**BE IT FURTHER RESOLVED** that signature cards with the signatures of the persons authorized to sign be forwarded to the designated depositories.

**CERTIFICATION**

I hereby certify that the above Resolution was adopted by the Township Committee at their regular meeting held January 6, 2026 at the Stillwater Township Municipal Building, Stillwater, Sussex County, New Jersey.

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Valerie Ingles, RMC, CMR  
Township Clerk

**TOWNSHIP OF STILLWATER,  
COUNTY OF SUSSEX, NJ**

**RESOLUTION 2026-016**

**A RESOLUTION TO STRIKE THE 2026 TAX RATE FOR FUNDING  
THE STILLWATER TOWNSHIP OPEN SPACE TRUST FUND**

**WHEREAS**, the Township of Stillwater placed a non-binding referendum on the November 4, 2025 General Election ballot regarding the 10-year extension of an Open Space Trust Fund with a concurrent tax increase to assist in the creation of such trust fund; and

**WHEREAS**, the Stillwater Township Committee now wishes to strike the 2026 tax rate for funding the Open Space Trust Fund.

**NOW, THEREFORE, BE IT RESOLVED**, by the Township Committee of the Township of Stillwater, County of Sussex and State of New Jersey as follows:

Section 1. The Township Tax Line Item for funding the Open Space Trust Funds shall be set at \$0.005 per \$100 of ratable for each and every taxable property located within the Township.

Section 2. A copy of this Resolution shall be forwarded to the Tax Collector and the Sussex County Tax Board.

**CERTIFICATION**

I hereby certify that the above Resolution was adopted by the Township Committee at their regular meeting held January 6, 2026 at the Stillwater Township Municipal Building, Stillwater, Sussex County, New Jersey.

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Valerie Ingles, RMC, CMR  
Township Clerk

**STILLWATER TOWNSHIP  
SUSSEX COUNTY, NEW JERSEY**

**RESOLUTION 2026-017**

**RESOLUTION AUTHORIZING PURCHASES UNDER  
NEW JERSEY STATE CONTRACT**

**WHEREAS**, various departments utilize open-ended contracts for routine, recurring items which may in the aggregate exceed \$17,500.00 per annum; and,

**WHEREAS**, State Contract purchases are permitted without competitive bidding under 40A:11-12, the New Jersey State Co-operative Purchasing Program 1-NJCP; and,

**WHEREAS**, these purchases are made on a unit price basis with certification of availability of funds being provided for each Purchase Order/Voucher for such goods or services; and,

**WHEREAS**, the Township Committee and using Agencies recommend these purchases.

**NOW, THEREFORE, BE IT RESOLVED** that the Township Committee of the Township of Stillwater authorizes purchasing under any valid 2026 State Contracts and subsequent renewals or extensions for all State Contracts.

**CERTIFICATION**

I hereby certify that the above Resolution was adopted by the Township Committee at their regular meeting held January 6, 2026 at the Stillwater Township Municipal Building, Stillwater, Sussex County, New Jersey.

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Valerie Ingles, RMC, CMR  
Township Clerk

**STILLWATER TOWNSHIP  
SUSSEX COUNTY, NEW JERSEY**

**RESOLUTION 2026-018**

**“RESOLUTION AUTHORIZING COMPLIANCE WITH THE UNITED STATES EQUAL EMPLOYMENT OPPORTUNITY COMMISSION’S “ENFORCEMENT GUIDANCE ON THE CONSIDERATION OF ARREST AND CONVICTION RECORDS IN EMPLOYMENT DECISIONS UNDER TITLE VII OF THE CIVIL RIGHTS ACT OF 1964”**

**WHEREAS**, N.J.S.A. 40A:4-5 as amended by P.L. 2017, c.183 requires the governing body of each municipality and county to certify that their local unit’s hiring practices comply with the United States Equal Employment Opportunity Commission’s “Enforcement Guidance on the Consideration of Arrest and Conviction Records in Employment Decisions Under Title VII of the Civil Rights Act of 2064,” *as amended*, 42 U.S.C. § 2000e *et seq.*, (April 25, 2012) before submitting its approved annual budget to the Division of Local Government Services in the New Jersey Department of Community Affairs; and

**WHEREAS**, the members of the Township Committee have familiarized themselves with the contents of the above-referenced enforcement guidance and with their local unit’s hiring practices as they pertain to the consideration of an individual’s criminal history, as evidenced by the Certification of the Township Committee attached hereto.

**NOW, THEREFORE BE IT RESOLVED**, That Stillwater Township, c.183, by certifying that the local unit’s hiring practices comply with the above-referenced enforcement guidance and hereby directs the Clerk to cause to be maintained and available for inspection a certified copy of this resolution and the required Certification to show evidence of said compliance.

**CERTIFICATION**

I hereby certify that the above Resolution was adopted by the Township Committee at their regular meeting held January 6, 2026 at the Stillwater Township Municipal Building, Stillwater, Sussex County, New Jersey.

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Valerie Ingles, RMC, CMR  
Township Clerk

STILLWATER TOWNSHIP  
SUSSEX COUNTY, NJ

RESOLUTION 2026-019

**AUTHORIZING THE WAIVER OF THE SIGNATURE REQUIREMENT ON  
PURCHASE ORDERS FOR CERTAIN VENDORS**

**WHEREAS**, N.J.A.C. 5:30-9A.6 and 5:31-4.1 allows for greater flexibility for local units when implementing the claimant requirement set forth in N.J.S.A. 40A:5-16(a); and

**WHEREAS**, a local unit is now given discretion to require a claimant certification as it deems necessary and appropriate; and

**WHEREAS**, the requirement for a claimant's signature on all purchase orders is time-consuming and payments are not made without a valid invoice and certification from the departments that the goods or services have been received; and

**WHEREAS**, the Chief Financial Officer of the Township of Stillwater recommends that a claimant's signature only be required for Refunds, Advance Payments, Employee Reimbursements, and for all Construction Related Work; and

**WHEREAS**, the Chief Financial Officer recommends the adoption of this Claimant Signature policy;

**NOW THEREFORE, BE IT RESOLVED**, by the Township Committee of Stillwater Township that, effective immediately, claimant's signatures will only be required for Refunds, Advance Payments, Employee Reimbursements, and for all Construction Related Work.

**CERTIFICATION**

I hereby certify that the above Resolution was adopted by the Township Committee at their regular meeting held January 6, 2026 at the Stillwater Township Municipal Building, Stillwater, Sussex County, New Jersey.

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Valerie Ingles, RMC, CMR  
Township Clerk

**TOWNSHIP OF STILLWATER COUNTY OF SUSSEX  
STATE OF NEW JERSEY**

**RESOLUTION NO. 2026-20  
RESOLUTION DESIGNATING OFFICIAL DEPOSITORYIES**

**WHEREAS, N.J.S.A. 40:48-10** provides that the Chief Financial Officer or other Officer charged with custody of the general funds of a municipality shall deposit said funds to the credit of the municipality in a bank or trust company of the State or a National Bank doing business in this State: and,

**WHEREAS,** the Township Committee of the Township of Stillwater desires to designate two (2) such depositories pursuant to its statutory authority.

**NOW, THEREFORE, BE IT RESOLVED** by the Township Committee of the Township of Stillwater, County of Sussex, State of New Jersey that the following named banks be and they are hereby designated as official municipal depositories for the Township of Stillwater for calendar year 2026:

1. Provident Bank
2. State of New Jersey Cash Management Fund.

Dated: \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_, Mayor

**CERTIFICATION**

I, Valerie Ingles, RMC/CMC, Township Clerk of the Township of Stillwater, hereby certify that this is a true copy of a Resolution approved by the Township Committee of the Township of Stillwater, in the County of Sussex, State of New Jersey at a regular meeting held on the 6<sup>th</sup> day of January, 2026.

\_\_\_\_\_  
Valerie Ingles, RMC/CMC  
Township Clerk, Township of Stillwater

**STILLWATER TOWNSHIP  
SUSSEX COUNTY, NEW JERSEY  
RESOLUTION 2026-021**

**MAYOR'S APPOINTMENT OF LISA CHAMMINGS AS OEM COORDINATOR  
WITH COMMITTEE CONCURRENCE**

**THEREFORE BE IT RESOLVED** that the Township Committee of the Township of Stillwater, do hereby concur with the Mayor's Appointments of Lisa Chammings for a three-year term as OEM Coordinator, effective January 1, 2026.

**CERTIFICATION**

I, Valerie Ingles, hereby certify that the above Resolution was adopted by the Township Committee at their regular meeting held January 6, 2026, at the Stillwater Township Municipal Building, 964 Stillwater Road, Stillwater, Sussex County, New Jersey.

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Valerie Ingles, Township Clerk

**STILLWATER TOWNSHIP  
COUNTY OF SUSSEX, NJ**

**RESOLUTION 2026-022**

**A RESOLUTION OF THE TOWNSHIP COMMITTEE OF THE TOWNSHIP OF  
STILLWATER NAMING WILLIAM ANDREW MARTIN 'ANDY' AS THE OFFICIAL  
LOCAL HISTORIAN.**

**WHEREAS**, Andy Martin is a resident of the Township of Stillwater and has demonstrated a deep and abiding interest in the preservation and promotion of our community's rich history; and

**WHEREAS**, the individual has for many years voluntarily collected, documented, and shared historical information, contributing significantly to the community's understanding of its past; and

**WHEREAS**, the designation of an official Local Historian is a valuable attribute for a good records management program and for identifying records with historical value; and

**WHEREAS**, it is the desire of the Township Committee to formally recognize this individual's contributions and appoint them to this important advisory role to provide guidance on matters of local historical significance;

**NOW, THEREFORE, BE IT RESOLVED**, by the Township Committee of the Township of Stillwater, that:

- **SECTION 1.** Andy Martin is hereby officially named and appointed as the Local Historian for the Township of Stillwater to serve a term of three (3) years, effective January 1, 2026.
- **SECTION 2.** The Local Historian shall work with local officials, employees, and citizens to encourage participation in events that recognize local history and advise the governing body on historical matters.
- **SECTION 3.** The Township Clerk is hereby directed to file this resolution in the permanent records of the Town and provide a certified copy to Andy Martin.

This Resolution was introduced and adopted by the Stillwater Township Committee at a regular meeting held on the 6<sup>th</sup> of January, 2026.

**CERTIFICATION**

I hereby certify that the above Resolution was adopted by the Township Committee at their regular meeting held January 6, 2026 at the Stillwater Township Municipal Building, Stillwater, Sussex County, New Jersey.

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Valerie Ingles, RMC  
Township Clerk

**STILLWATER TOWNSHIP,  
SUSSEX COUNTY**

**RESOLUTION 2026-023**

**RESOLUTION OF THE TOWNSHIP COMMITTEE OF THE  
TOWNSHIP OF STILLWATER AUTHORIZING THE  
APPOINTMENT OF DOUG VAUGHAN AS RECYCLING  
COORDINATOR**

**THEREFORE, BE IT RESOLVED** that the Township Committee of the Township of Stillwater do hereby appoint Doug Vaughan as Recycling Coordinator effective January 1, 2026 with a salary of \$2,135.00.

**BE IT FURTHER RESOLVED** that this appointment was made at a meeting of the Township Committee on Tuesday, January 6, 2026.

**CERTIFICATION**

I hereby certify that the above Resolution was adopted by the Township Committee at their regular meeting held January 6, 2026 at the Stillwater Township Municipal Building, Stillwater, Sussex County, New Jersey.

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Valerie Ingles, RMC  
Township Clerk